

403(B) TAX-DEFERRED SAVINGS

If you are a State employee at Bridgewater State College, you may execute a salary reduction agreement with Bridgewater State College authorizing the College to reduce your salary each pay day and remit the funds on your behalf to your 403(b) annuity contract or custodial account.

403(b) contributions are voluntary tax-deferred savings allowed under Section 403(b) of the Internal Revenue Code. Income taxes on contributions and earnings are not payable until you receive the money, usually after you retire - a time when your income and your tax rate may be lower.

A 403(b) account may also be known as a 403(b) elective deferral, a tax-sheltered annuity (TSA), a tax-deferred annuity (TDA), or a supplemental retirement annuity (SRA).

Enrollment Procedures

Enrollment is a two-step process.

1. Open your 403(b) Annuity Contract or Custodial Account.

Select a company for your 403(b) annuity contract or custodial account that will be in compliance with HR/CMS payroll. Vendors are listed on the next two pages. Open your account with the company. Make copies of your completed enrollment form for yourself and the Human Resources Office, and return the enrollment form to the company.

2. Complete a 403(b) Salary Reduction Agreement Form.

Complete a BSC 403(b) Salary Reduction Agreement Form to authorize your payroll contributions. Payroll contributions are deducted on a pre-tax basis from each pay period (an annual total of 26 deductions). Return your completed agreement form and a copy of your enrollment form to the Human Resources Office.

It is your responsibility to insure that your 403(b) contributions are in compliance with the Internal Revenue Code maximum for a taxable year. If your contributions exceed the annual limit, you may be subject to an IRS penalty for the excess amount.

The Human Resources Office does not provide advice about tax-deferred savings plans. For more information, contact your plan representative or a professional tax advisor.

Vendors in compliance with HR/CMS Payroll for 403(b) Accounts as of 11/23/04:

Admin Systems Inc/Baltimore Li
Aetna Life Ins & Annuity Co (ING)
Allianz Life Ins Co of N.A.
Amer Express Financial Advisor
American Century Services Corp
Bankers United Life Assurance
Cadaret, Grant & Company
Copeland Associates (TSA Plan) (Citistreet)
CUNA Mutual Life Insurance Co
Equitable Life
Equitable Life of Iowa
Fidelity Investments
First Investors
Franklin Templeton Invest Serv
Galic Disbursing Company
General American Life Ins Co
Great-West Life
Guardian Ins&Annuity Co Inc
Hartford Life Insurance
Horace Mann Life Ins Co
Knights Of Columbus
Legend Group/ADSERV
Life of the Southwest (LSW)
Lincoln Benefit Life Company
Lincoln National Life Ins Co.
Lutheran Brotherhood Security
Manufacturer's Life Ins Co.
MassMutual (Life Ins Plan)
MassMutual (TSA)C/O PanPlus CM
MassMutual Life Ins (TSA Flex)
Merrill Lynch Life Ins Co
Merrill Lynch Retirement
Met Life Ins Co (TSA)
Metlife Investor USA Ins Co
MFS Service Center, Inc.
Mutual Group
Nationwide Life Ins Co.
New England Annuities
New York Life Insurance Co.
Northern Life Insurance Co
Northwestern Mutual Life
Paul Revere Variable Annu
Penn Mutual Life Ins Co
Phoenix Var Prod Mail Operatio
Pioneering Services Corp
Primerica Financial Service
Putnam Investments

Security Benefit Life Ins.
Strong Investments Inc.
SunLife Financial
TIAA-CREF (Y120)
Travelers Insurance Company
Union Central Life Insurance
USAA Life Insurance Co.
Variable Annuity Life Ins Co
Waddell & Reed Finan Services
Western National c/o American
Western Reserve Life

BRIDGEWATER STATE COLLEGE
403(B) Salary Reduction Agreement

Status: <input type="checkbox"/> New <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> Add/change/delete vendor <input type="checkbox"/> Terminate

Name of Employee Social Security Number

By this agreement made between Bridgewater State College and the above-named Employee, the parties agree as follows: The Employee requests that the College reduce the Employee's biweekly pay by the contribution amounts specified below and submit contributions directly to the vendors specified below for deposit into the Employee's 403(b) annuity contract or custodial account.

This agreement is effective for salary paid after the date of this agreement and will commence on or after _____.

Vendor for 403(b) Account	Prior Biweekly Total	New Biweekly Total
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____

Check if applicable:

- The employee is using the age 50+ catch-up provision.
- The employee is using the 15+ years of service provision.

It is the Employee's responsibility to insure that contributions are in compliance with the Internal Revenue Code's annual limits. If contributions exceed the annual limits, the Employee may be subject to an IRS penalty for the excess amount.

The Employee understands and agrees that the College is not responsible for the accuracy, legality, or prudence of any purchase of a tax-deferred investment, reduction of salary, or any figures or computations used to determine the amount of the Employee's contribution. Further, the Employee understands and agrees that it is the Employee's own responsibility to verify the accuracy, legality, and prudence of said tax-deferred investment, reduction of salary, figures and computations.

This agreement is legally binding and irrevocable for both the College and the Employee with respect to salary paid while the agreement is in effect and while employment continues. However, either party may terminate or otherwise modify this agreement at any time by giving written notice so that this agreement will not apply to salary subsequently paid.

Employee's Signature Date

Authorized Signature for Bridgewater State College Date